

W2 Processing

W-2 Processing For Tax Year 2004

Employee W-2's for 2004 will be laser printed and sealed, making an 8 ½ x 5 ½ envelope. An Employer File Copy will be produced on laser paper. Plans are for W-2's to be generated the weekend of January 21, 2005. A year-end processing calendar is also included in this notification that shows all pertinent dates for processing W-2's. The calendar also lists the dates of when reports critical to W-2 processing will be generated.

Your agency may want to order some of the standard 2004 forms (including W-3) for paper reporting, if necessary, plus a supply of the correction forms (W-2c, W-3c) in case errors are found after the data is transmitted. Blank W-2's can be obtained from the Internal Revenue Service using one of the following means:

1. Download them electronically at Forms & Pubs on the I.R.S. web page.
2. Request by mail at Forms & Pubs on the I.R.S. web page.
3. Call 800-TAX-FORM (800-829-3676) 24 hours a day, 7 days a week.
4. Order by mail using the order blank in the tax package you receive in the mail.
5. Or pick them up at most local I.R.S. offices, participating libraries, or post office.

The following changes were made to Form W-2 for Tax Year 2004.

1. Two additional Box 12 descriptors have been added. Employees with make up deferrals due to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) will have Box 12 descriptors of D 03 (tax year 2003 401(k) Make Up Contributions) and G 03 (tax year 2003 457 Make Up Contributions). When viewed on-line using the W-2 Information Summary Panel (Go, Compensate Employees, Maintain Payroll Data U.S., Inquire, W-2 Information Summary) they will be recorded as Box # 12U and 12V respectively.

The codes in Box 12 for Imputed Income, Deferred Compensation, and Excludable Moving Expense and are as follows:

- **C** - Imputed Income
- **G - 457** Contributions
- **D - 401(k)** Contributions
- **G 01 - 457** Make Up Contributions Year 2001
- **D 01 - 401(k)** Make Up Contributions Year 2001
- **G 02 - 457** Make Up Contributions Year 2002
- **D 02 - 401(k)** Make Up Contributions Year 2002
- **G 03 - 457** Make Up Contributions Year 2003
- **D 03 - 401(k)** Make Up Contributions Year 2003
- **P** - Excludable Moving Expenses
- **E - 403(b)** Contributions

The instructions for Box 12 state that only four of these informational items can be printed per form. If an employee has five or more of these items, an additional W-2 will be printed for the additional items with zero amounts in all the money fields except for Box 12. The maximum number that can be printed is eight (2 W-2 Forms).

Vehicle Fringe is reported on the W-2 in Box # 14 (Other) with a description of VEHFR. When viewed on-line (Go, Compensate Employees, Maintain Payroll Data U.S., Inquire, W-2 Information Summary) it will be recorded as Box #14Y.

THE GEORGIA TECHNOLOGY AUTHORITY IS RESPONSIBLE FOR REPORTING THE W-2 INFORMATION TO THE SOCIAL SECURITY ADMINISTRATION. DO NOT FILE PAPER W-2'S AND A W-3 FOR THE SAME INFORMATION THAT IS BEING REPORTED BY ELECTRONIC TRANSMISSION.

The Georgia Technology Authority is also responsible for reporting the W-2 information on magnetic tape to the Department of Revenue. All agencies are reported on one tape. Report TXxxx0510D (Image-Income Statement Transmittal Form G-1003) will show totals for State Taxable Gross, State Tax Withholding, and # of W-2 forms. This report will be distributed through InfoPac/Document Direct.

The information that is sent to the Social Security Administration (Magnetic Media Reporting MMREF Format) and the Department of Revenue (Magnetic Media Reporting MMREF Format) is also sent to the State Audit Department so your auditor should have this information when your records are audited next year.

Federal and State Employer identification numbers that were used last year will be used this year. The employer return address that is printed on your checks (3 lines only) will be used for Employer Name and Address on W-2's. Please let us know by December 17, 2004, in writing if there is a change in any of this employer data for 2004.

A query is available for agencies to use that will provide a listing of deceased employees (OPY030_Deceased_Employees). Use this list to determine if any deceased employee wages were paid to a beneficiary during the 2004 calendar year. If so, a 1099MISC form will need to be produced. Also, the deceased employee's Federal and State Taxable Gross Wage will need to be corrected by processing a manual check entry (Business Process PAY1002). As a reminder, refer to the IRS "Instructions for Form W-2" or the "Circular E, Employer's Tax Guide" for guidance in reporting wages for deceased employees.

Beginning February 1, 2005, agencies can request "REISSUED" 2004 W-2's for forms that are lost or destroyed. They will be printed on Tuesday and Friday nights through April 15th. After April 15th, reissued W-2's will only be printed the last business day of each week. Agencies can also request reissued W-2's for previous years. W-2's generated through Peoplesoft will be retained on the system for viewing and reissuing. Therefore, an agency can request reissued W-2's for tax year 1999, 2000, 2001, 2002, 2003, or 2004. When requesting reissued W-2's, please provide the following information: Tax Year, Company, Social Security # (no dashes), Name (Last, First, MI), and EmplID. Each tax year must be submitted on a separate form. A blank form is located on the Phoenix website (<http://phoenix.gagta.com/>) by using the following links: HRMS/Forms. Requests for reissued W-2's will need to be sent to the Agency Support Helpdesk (e-mail gtahrms@ga.ga.gov) by 3:30 PM to be included in the next batch run. Reissued W-2's will be available the next business day after the print job is processed.

If you have any questions concerning any of these procedures, please call Tim King or Sandra Parrish, at 404 657-3956 or 1-888-896-7771.